

CONFIDENTIAL

Memorandum For: Chief, SDOB/OP

From : Personnel Officer, [redacted]

25X1

Subject : [redacted] Worker Trainee Program

Mickey,

Attached is a copy of the approval to have our Worker Trainees removed from the FTE count.

You will note from the date on our memorandum we started this in August as we wanted the new FY to be clear. We have need for the FTE for increased requirements in our operational training programs. We would appreciate anything you can do to make this effective 1 October 1985.

Please advise soonest if you need any additional material/data from us.

Thanks,

CONFIDENTIAL

To [redacted]

4/30/85

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SECRET

[] 85-8543
15 August 1985

25X1

MEMORANDUM FOR: Deputy for Employment, Office of Personnel

VIA: Chief, []
Chief, Personnel Branch/OTE
Coordinator for Student Programs/OP

25X1

FROM: []
Chief, Personnel Branch/ []

25X1

SUBJECT: [] Worker Trainee Program

1. Your approval is requested to exempt Worker Trainees
assigned to [] from coverage under
Full Time Equivalency (FTE).

[]

[]

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25X1 SUBJECT: Worker Trainee Program

25X1

5. In view of the above, your approval is requested to change the status of our worker trainees. The appropriate Requests for Personnel Actions are attached.

25X1

Attachment

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25X1 SUBJECT: [REDACTED] Worker Trainee Program

25X1 CONCUR:

[REDACTED]

16 Aug 85
Date

25X1 [REDACTED]
25X1 Chief, Personnel Branch/OTE

26 Aug 85
Date

[REDACTED]
Coordinator for Student Programs/OP

29 August 1985
Date

APPROVED:

25X1 [REDACTED]
Deputy for Employment/OP

3 Dec 85
Date

* Concur with proposed program as modified by caveats in memorandum of 31 October 1985 from Contract Personnel Division.

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MEMORANDUM FOR THE RECORD

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FROM:

[REDACTED]

Chief, Contract Section

SUBJECT

Vocational Worker Trainee Program, [REDACTED]

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REFERENCE:

Memo from [REDACTED] to Deputy for Employment/OP

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[REDACTED] Same Subject

1. Although the Worker Trainee is a "student type" program, it still differs significantly from the Student Trainee Program in the following areas:

| A. | <u>Student Trainee</u> | vs | <u>Vocational Worker Trainee</u> |
|----|--------------------------|----|----------------------------------|
| | General Schedule | | Wage Grade |
| | Term (13 months or more) | | Temporary (1 year or less) |
| | Benefits | | No Benefits |
| | (Retirement) | | |
| | (FEGLI) | | |
| | (Hospitalization) | | |
| | (Travel) | | |
| | Agency Wide | | Limited to OTE [REDACTED] |

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B. Student Trainees will be converting to Staff Reserve status effective 1 January 1986. In view of the differences listed above, it would appear that the Worker Trainee group should remain separate and under contract, yet still fall under the cognizance of the Coordinator for Student Programs.

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2. According to [REDACTED] C/ADRB, the requirement that the Worker Trainee group be placed in a status which would not count against Agency FTE ceiling can be satisfied by assigning them to Affiliation Code "B-51". This is the code formerly applicable to the "Summer Only" program before it was converted to a staff program. The Affiliation name can easily be changed to "Worker Trainee Program", and participants would remain under contract.

3. I have made some pen and ink modifications to the proposed contract to more appropriately reflect the "wage grade" status of the Worker Trainees.

4. Recommend approval of referenced proposal with the caveat that the Worker Trainee be assigned to Affiliation code B-51, that the name of the code be changed to "Worker Trainee", and that participants continue to be employed under contract.

[REDACTED]

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1. THE AGENCY REGULATORY SYSTEM

a. GENERAL

- (1) The Agency regulatory system consists of regulations, notices, and handbooks. These issuances prescribe policies and procedures essential to the control and direction of Agency activities.
- (2) The development of regulatory issuances is a cooperative effort that requires accurate staff work by initiators and coordinators and prompt resolution of differences. Whenever feasible, initiators and coordinators are expected to resolve differences through personal meetings to avoid delays and repetitious preparation of paperwork.
- (3) Agency coordinators include the Office of the Director, the Deputy Directors, the General Counsel, the Inspector General, the Comptroller, and the Legislative Counsel. Regulatory proposals generally will be sent to the coordinators for comment and suggestions.
- (4) The General Counsel or his designee will review all Agency regulatory materials and proposals, in whatever form, for their legality.

b. TYPE OF ISSUANCES. The types of issuances are:

- (1) Headquarters [] regulations [] which are the basic medium for prescribing directives of a continuing nature. They prescribe policy, establish organization, delegate authority, and assign responsibilities.
- (2) Headquarters [] notices [] which are used to disseminate transitory information. They will not be used as the basic medium to convey permanent directives.
- (3) Headquarters [] handbooks [] which supplement regulations by providing the detailed procedures necessary to carry out Agency policies.

c. RESPONSIBILITIES AND PROCEDURES

- (1) The Deputy Director for Administration is responsible for the administration of the Agency regulatory system. He determines the extent to which regulatory proposals are coordinated and establishes the time limits within which coordination is to be completed.
- (2) The component initiating a regulatory proposal is responsible for obtaining the comments of other components within the same directorate having related or interdependent responsibilities and functions, or whose activities or personnel are substantially affected thereby, before submitting the proposal to the Regulations Control Branch (RCB) for processing.
- (3) The Regulations Control Branch is responsible for processing regulatory proposals, establishing and maintaining editorial standards, and initiating regulatory proposals as appropriate. When coordination is required, RCB will forward regulatory proposals to the appropriate Agency coordinators requesting comments within time limits not to exceed 30 calendar days. Coordinators will make every effort to respond within the established time limits, but may request an extension up to the 30 day limit. Comments submitted by coordinators after the 30 day limit will not be considered unless a request for further extension has been submitted in writing to the Deputy Director for Administration by the Deputy Director or Head of Independent Office concerned.

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PUBLICATIONS

- (4) When requested by the Regulations Control Branch, coordinators will identify the component(s) generating comments so that RCB may bring together the initiator and commenting component(s) for the resolution of differences.
- (5) Within 20 calendar days after expiration of the time limit for receiving coordinator comments, the Regulations Control Branch will prepare a final version of the proposal for distribution to the coordinators and will notify the coordinators that this version will be forwarded for approval.
- (6) A coordinator who does not concur in the final version of a regulatory proposal may request the Deputy Director of Central Intelligence to review the proposal by submitting a memorandum of nonconcurrence through the Regulations Control Branch to the DDCI within 10 calendar days of receipt of the final version. The DDCI will resolve the differences and notify RCB.
- d. APPROVAL. Agency regulatory issuances are published only upon approval by the Director of Central Intelligence or by the Deputy Director for Administration for headquarters issuances and the Deputy Director for Operations for field issuances. As set forth in [redacted] Agency regulations are issued pursuant to the authorities of the National Security Act of 1947, as amended (50 U.S.C. 401-403); the Central Intelligence Agency Act of 1949, as amended (50 U.S.C. 403a-j); Executive Order 12036; and other pertinent legislation and orders. When appropriate justification is submitted to the Deputy Director for Administration, and if he determines that the best interests of the Government are so served, the Deputy Director for Administration may approve exceptions to those normal administrative regulations that are not based upon statutory requirements or that do not require the approval of the Director.

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